

December Marlow Library Trustees Meeting

12-16-2019 6:30 pm @ The Methodist Chapel

Present: Jill Sanders, Jeanne Kennedy, Linda Fuerderer & Jennifer Brown

Ms Sanders called the meeting to order at 6:35.

Quorum declared.

- The Secretary was not present, therefore the previous meeting minutes were not read.
 - Ms Kennedy agreed to take the minutes.
- Treasurer's report.
 - Ms Fuerderer has obtained the missing bank statements from January and February.
 - Ms Fuerderer has created a binder for the Library's yearly financial records to be kept at the library.
 - It contains everything needed for the audit.
 - If it works well, she will create one for 2020.
 - Ms Brown will create an expenditure report template in excel for Ms Fuerderer.
 - She will also calculate how much (if any) of our budget remains unspent.
 - Ms Fuerderer recommended creating a sheet for this year's reimbursements to Ms Brown.
 - It should contain not only dates and receipts, but which budget line item they should be deducted from.
 - Both Ms Brown and Ms Sanders should sign it.
- Librarian's Report:
 - Ms Brown informed the Board of the circulations during limited service this fall:
 - As expected, patron visits and circulation were down.
 - ILL remained constant, and NHDDB was way up, comprising 57% of overall circulations.
 - Ms Brown informed the board we did not have a hard copy of meeting minutes for January and June.
 - These are required for the audit.
 - We will contact Ms Salo for the missing minutes.
 - Ms Fuerderer is missing several Librarian's report.
 - Ms Brown will email them to her.
 - The audit begins Monday Jan 27 and ends Wed Jan 30.

- Ms Brown received an email from one of the auditors asking to verify the information they have for us from last year.
 - She replied to the email with the only correction to make was our change of Treasurer.
 - She requested insight on if the library could use a credit or debit card for library purchases with vendors without net 30 terms.
 - Here is Zachary Rosa's response:
 - Responding to your question about making online purchases, we would recommend using a credit card for online purchases. What needs to happen is the library trustees have to adopt a policy regarding the use of credit cards and this would allow the library to maintain its own credit card. The town already has its own credit card policy so the library trustees could adopt one that is very similar to the town's. The library would then be free to set up a credit card and make purchases that way.
 - Trustees agree the library should have a way to make purchases without using the librarian's personal credit card.
 - Ms Brown will contact Town for their credit card policy. She will also inquire if the Library is able to use the Town's ID number to obtain a credit card.
- Ms Kennedy suggested the Board should create a formal policy about email voting, for those instances when the Board members can not formally meet, but must conduct library business.
- Ms Brown presented a rough draft of her proposed budget for 2020.
 - The budget is due Jan 24. Budget Committee meeting Feb 1.
 - She suggested not requesting a budget increase, but rather a reallocating funds from the book budget to programming.
 - She also proposed moving some of the book budget to a few additional staff hours to allow for more varied times available for increased programming.
 - The library could host several programs per month for both adults and children.
 - Children's movies (Movie Picture License) \$100-\$150 for the year
- Ms Brown informed the Board she would like to move back into library in 2 phases: Furniture then books.
 - Bring in all furniture to see how best to configure the space for the future.
 - Decide what we are missing to fulfill our plans.

- Bring back the books when we have finished designing and installing the new space.
- Ms Brown informed the Board Brad Hubbard had volunteered to recreate the staff desk using pieces of the old staff desk.
- Ms Brown said she purchased a bookcase, table and 2 chairs for a toddler section.
 - She paid \$119.20 for the pieces (1/2 price)
- Ms Sanders informed everyone the Select Board had requested a meeting with them that evening to discuss project status, and plans to move back in.
 - It was agreed everyone present at the meeting would attend Select Board meeting.

Ms Sanders adjourned meeting at 7:54

Next Meeting Jan 20, 2020 6:30 pm @ the Library.

Respectfully submitted,

Jeanne Kennedy